

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



Marc Strauss
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

DATE: July 16, 2008

TO: Designated Employer Representatives, Human Resource Directors,
Examination Personnel & Classification Personnel

FROM: Gail E. Hankins, Human Resource Associate
Operations Division

SUBJECT: Final Status Notice of New Specification/Examination for Building Heat/Frost
Insulator
(CCE-09 -19)

The University System Office continues to revise and modify its business processes related to the creation/revision of class specifications and examinations. The overall objective is to provide an efficient and effective classification system that meets the needs of each university/agency.

Class	Action Taken	Class Code	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Effective Date</u>
							Proposed
Building Heat/Frost Insulator	ADD	3056	<u>N/A</u>	14 Skilled Trades	023 Crafts and Trades Services	<u>N/A</u>	August 1, 2008

Pay Rate/Ranges

Employers should establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Contact me if you have any questions at 217/278-3150 or at gailh@sucss.state.il.us.